

International Student and Scholar Services

Please allow 3-5 working days for the processing of all documents.

Name: _____
Student ID #: _____
Mailing Address: _____
Telephone #: _____
Email Address: _____

- I am a (n):**
- Bachelor's Degree candidate
 - Master's Degree candidate
 - Doctoral Degree candidate
 - Exchange student
- Male Female

Please list your major: _____

Are you graduating? Yes No **What semester and year?** _____

I need the following letter or document:

- Letter of enrollment for: Fall 20__ Spr 20__
- Letter of estimated expenses for: Fall 20__ Spr 20__
- Invitation letter for family to visit
- Letter of good standing for: Fall 20__ Spr 20__
- Copies of home country transcripts to be sent to another institution (give details below)

Please list any other information you need to have included in this letter or type of transcripts:

Please list any family members you would like listed on your letter of invitation (please type or print clearly):

Last Name	First Name	Relationship to you
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Signature _____

Date _____